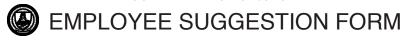
U.S. DEPARTMENT OF AGRICULTURE



## **\$OLUTIONS \$AVE SO \$UBMIT \$UGGESTIONS**

SUGGESTOR: Complete items 1 thru 11.

Please print or type except for signature.

1. CURRENT SITUATION: (Describe the present pr procedure, condition, etc., in full detail.) 2. EXPLAIN YOUR SUGGESTION: INCLUDE SPECIFIC RECOMMENDATIONS FOR CHANGE. (If you need additional space, attach a seperate sheet of paper.) I BELIEVE MY SUGGESTION WILL: Increase Service Improve Methods Reduce Costs Increase Productivity Prevent Injuries & Illnesses Improve Quality Other (Identify): 4. IDENTIFY THE ADVANTAGES AND BENEFITS OF YOUR SUGGESTION INCLUDING THE MEASURABLE OR NONMEASURABLE SAVINGS THAT WOULD RESULT. The acceptance by me of an award for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns. 5. SUGGESTOR'S NAME (Print or Type) 6. SIGNATURE 7. AGENCY 8. DATE 9. TELEPHONE/FAX: 10. OFFICE MAILING ADDRESS 11. E-MAIL ADDRESS SUGGESTION COORDINATOR (Complete Items 12, 13, 14, 15, and 16A.) DATE SUGGESTION RECEIVED: 13. RECEIVED BY: 14. TITLE 15. SUGGESTION TRACKING NO. EVALUATING OFFICE (Complete items 16B, C, D, AND E. Use the Evaluator's Checklist (on reverse) to assist you in evaluating the suggestion.) B. RECOMMENDED ACTION (Attach Written Comments) 15A. EVALUATING OFFICE C. SIGNATURE OF EVALUATOR D. TRACKING NO. E. DATE Adopt Reject Other: Adopt Reject Other:

## NOTE: Please reverse carbon paper before completing this side of the form.

## THIS SIDE TO BE FILLED IN BY SUPERVISORS AND REVIEWING OFFICIALS

COMMENTS AND RECOMMENDATIONS	
ROUTING	ROUTING
1.	4.
2.	5.
3.	6.

SUPERVISORS AND REVIEWING OFFICIALS: Pass this proposal on to your supervisor until it reaches the control level designated in your agency instructions. Indicate below if (a) you have put into effect, (b) you recommend but lack authority to adopt, or (c) you do not recommend and reasons therefore. Also provide best estimate possible of annual dollar savings and intangible benefits. Report results of any tests made of the suggestion. Date and initial comments and recommendations set forth below.

1.

2.

3.

4.

5.

6.